

14 Aug 1964

MEMORANDUM FOR: Director of Personnel

SUBJECT: Operation of the Physical Fitness Room

1. This is to confirm the decisions which were discussed in detail in our meeting of 12 August, together with representatives of the General Counsel, the Office of Finance and the Office of Logistics. The Physical Fitness Room now being prepared in the basement of the Headquarters building will be completed and ready for use on or about 1 September 1964. The Director of Personnel is assigned responsibility for its operation and supervision. It is understood that principles governing the operation of the Physical Fitness Room during the first few months will be applied experimentally and will be subject to change whenever experience gained warrants their modification.

2. The room will be open about twenty-two hours a day. About two hours a day will be set aside for cleaning, preferably between 8:00 p.m. and 6:00 a.m. The Logistics Services Division will arrange for cleaning the room and will maintain appropriate accounts of the cost of this work. You will provide an attendant to be on duty from 9:30 a.m. until 6:00 p.m. daily except Saturday, Sunday and holidays with the understanding the days and hours of this attendance may be adjusted if experience proves that another schedule would be more advantageous. Regardless of the time of day when an employee uses the exercise room, he will be expected to work a full eight-hour day, except in cases where the Chief, Medical Staff considers the use of the room to be treatment or therapy, which would normally be authorized during working hours.

3. Until we have developed some data about the numbers of people who will use the room, the regularity of peak periods, and other related information, it will be necessary to restrict the use of the Physical Fitness Room to male employees. Later, if the volume of use permits reasonable scheduling of alternate hours, it may be possible to offer the use of the facility to female employees.

4. Users should be required to register each time they use the room, and a suitable repository should be available for them to contribute thirty-five cents each time. Payments will be on the honor system and funds collected will be used to defray the cost of laundering the towels, soap, and other miscellaneous expenses. The remainder of the funds will be held in a separate account of the Employee Activity Association until we have reviewed, about 1 December, the

adequacy of the thirty-five cents fee and have determined action which may be taken in this regard beginning about 1 January 1965. At that time funds which do not exceed the cost of cleaning and the salary of the attendant(s) will be turned over to the Office of Finance for credit to the appropriate expense accounts.

5. Those who use the room will furnish their own exercise clothing, bringing it with them each time they use the room. Experience should indicate in terms of space, cost, and number of users, whether or not it may later be feasible to offer laundry service and safekeeping facilities for the gym clothes of regular customers.

6. You should establish a system for monitoring the use of the exercise room which will permit the maximum possible benefit to be derived from the day-to-day experience of its operation in order that we may adjust the operating principles continually and as rapidly as possible until we have the best system for operation and maintenance we can devise. I will expect you to keep me informed regularly, but not less often than once each month, of the problems you encounter and the general success of the physical fitness program. Additionally, as indicated above, I will expect a report and recommendations for the over-all improvement of the operation and adjustment in fees, if appropriate, on 1 December.

L. K. White
Deputy Director
for Support

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PRINCIPLES GOVERNING THE INITIAL OPERATION
OF THE PHYSICAL FITNESS ROOM ON AN EXPERIMENTAL BASIS

1. The room will be open 24 hours a day.
2. An attendant will be on duty initially from 10 a.m. until 6 p.m. (These hours may be varied as we gain experience which will give us a better indication of the most advantageous times to have an attendant on duty.)
3. The facility will be available to all male employees. Individual male employees may reserve a time for exercise by calling the attendant. They may use the facility without a reservation on a space-available basis.
4. In general, regardless of the time of day an employee uses the facility, he will be expected to put in an eight-hour workday. Exceptions may be made to this general rule on the advice of the Chief, Medical Staff in those circumstances where this is regarded by the Chief, Medical Staff as treatment or therapy which would normally be authorized during duty hours. It is anticipated, however, that this practice would be kept to an absolute minimum.
5. In order to defray the maintenance expenses anyone using the facility will be charged 25 cents without shower and 35 cents with shower (soap and towels will be furnished).

6. Initially all users will be expected to bring their gym clothes and take them home with them each time they use the facility. As we gain experience we hope to offer a laundry service for which each user will pay a charge of 25 cents for each suit of gym clothes cleaned.
7. All users will be required to register. However, payment will be on the honor system using a secure depository placed in the exercise room for this purpose.
8. The Chief, Logistics Services Division will arrange for daily cleaning of the facility by the PBS char force.
9. The Director of Finance will arrange to receive the monies collected so long as they do not exceed the cost of the attendant and the cleaning service provided by the PBS char force. Any collections in excess of these costs will accrue to the Employee Activity Association.
10. These financial arrangements will be reviewed continuously so that we may know how and what to charge in order to make this facility self-supporting. In this regard the Director of Personnel will make specific recommendations to the Deputy Director for Support on or about 1 December 1964 concerning more permanent arrangements to become effective on 1 January 1965.

TRANSMITTAL SLIP		DATE 11 August 1964
TO: Chief, Medical Staff		
ROOM NO. 1 D 4065	BUILDING HQ	
REMARKS: For consideration at 10 a.m. meeting in DD/S Conference Room.		
FROM: O-DD/S		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241 1 FEB 55
REPLACES FORM 35-8 WHICH MAY BE USED.
☆ GPO: 1957-O-439445 (47)